

CITY OF MILWAUKIE

CLASSIFICATION:

Department: Library
Pay Grade: 60

FLSA Status: Non-Exempt
Union Representation: AFSCME

CLASSIFICATION SUMMARY:

This position performs a variety of technical and professional tasks relative to the assigned area of responsibility within the library such as the children's library, young adult or reference. The incumbent participates in all work activities of that area of responsibility including such activities as selecting and cataloging various collections, developing and conducting special programs and providing reference assistance to patrons. May oversee and have lead worker responsibility over the work of volunteers and other paid staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(Tasks listed are intended to be descriptive and not restrictive. An employee in this classification may perform any of the tasks listed; however, these examples do not include all the tasks which an employee may be expected to perform.)

1. Selects and catalogs the general collection of books, audiovisual materials, electronic resources and other items contained in the library; reviews and keeps abreast of major selection tools; reviews collections and recommends removal of materials.
2. Creates, organizes and conducts engaging programs for patrons, such as story times, reading programs, book clubs, lectures and other special programs.
3. Provides outreach services to patrons or local organizations who do not have ready access to the library.
4. Provides reference, information, and readers' advisory assistance to library patrons.
5. Processes inter-library loans.
6. Performs a variety of record keeping functions including: preparing reports, maintaining necessary operating records, and monitoring assigned budget.
7. May act as supervisor for the library in the absence of a Library manager.
8. Promotes interest in library programs through publicity, cooperation with various community groups, and public contacts; speaks before citizen groups, students and other business and civic organizations.
9. May assist in the design and maintenance of the library's web page and social media presence.
10. Participates in the library's public relations efforts and represents the library before community groups and organizations.
11. May represent the library on City, County, and Network committees.
12. Maintains positive public relations with customers and is responsive to customer needs.
13. Develops safe work habits and contributes to the safety of self, co-worker and the public.
14. Performs other duties as required.

MINIMUM QUALIFICATIONS:

Knowledge of:

- The principles and practices of library and information science.
- Library collection classification and selection tools and techniques.
- Equipment and facilities required in a comprehensive library system.
- The principles and practices of office management, and work organization.

Skills and Abilities to:

- Analyze and utilize a variety of reports and records.
- Classify and catalog library materials.
- Assist library patrons in the effective use of ever-evolving electronic resources.
- Determine the reference and information needs of the community and make appropriate budgetary recommendations.
- Develop and lead programs of general interest to patrons.
- Establish and maintain effective working relationships.
- Work as a team member.
- Perform the essential functions of the job.

Required Education, Training and Experience

(Any combination of education and experience that has provided the knowledge, skills and abilities to perform the essential duties of this position. Prior work experience and educational requirements listed are typical ways of obtaining the required qualifications. Other equivalent combinations of education, training and experience will be considered.

Master's degree in Library Science from an ALA accredited program and three years of experience in library operations with at least two of those years involving a specialty area of assignment.

Licensing/Special Requirements:

- Must be able to pass department's security clearance standards.
- Requires the possession of a valid driver's license or an acceptable alternative method of transportation that allows the incumbent to perform the duties of the position.

SUPPLEMENTAL INFORMATION:

Supervision:

- This is not a supervisory classification; however; may occasionally oversee or provide lead worker direction to paid staff and volunteers.
- Works under the general guidance of the Library Director.

Working Conditions:

(The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential job functions.)

- Work is generally performed indoors in a library setting.
- There is some stooping and reaching involved in shelving materials.
- There is some lifting of book crates that may weigh up to 40 pounds.
- Evening and weekend work is required.

The job classification description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Classification History:

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| Drafted: | 03/17/95 |
| Adopted: | 04/17/95 |
| Revised: | 02/01/03 |
| Revised: | 11/30/04 |
| Revised: | 04/26/19 |